



NORTHSHORE UTILITY DISTRICT

Resolution No. 2025-04-01

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A RESOLUTION of the Board of Commissioners of Northshore Utility District, establishing and adopting District water and sewer utility rates and charges and establishing policies and procedures for the assessment, administration, and collection thereof.

WHEREAS, the Board of Commissioners of the Northshore Utility District previously adopted Resolution No. April 01, 2024, establishing District utility rates and charges and setting forth policies and procedures for the assessment, administration, and collection thereof; and

WHEREAS, subsequent to the adoption of Resolution No. 2024-04-01, as set forth above, the District has revised such District utility rates and charges and certain policies and procedures relating to the assessment, administration, and collection of the same; and

WHEREAS, it is desirable and in the best interest of the residents of the District and users and potential users of the District's sewer and water systems that such resolutions and the District's policies and procedures relating to the assessment, administration, and collection of District utility and other service rates be updated and consolidated; now, therefore,

BE IT RESOLVED by the Board of Commissioners of Northshore Utility District of King County, Washington, as follows:

SECTION 1.00 - SEWER SERVICE RATES

Section 1.01 Residential

Sewer service to single-family homes shall be charged a **fixed base rate plus a usage charge**. The sewer usage charge shall be \$4.80 per 100 cubic feet (CCF) of “**indoor water consumption**” in excess of 15 CCF per two-month billing period (one CCF is equal to 748 gallons). “**Indoor water consumption**” is defined as the lowest non-zero usage by billing period for the preceding six bi-monthly billing dates. If six or more consecutive billing cycles (12 months) have zero water use, then zero usage may be used for billing. Once started, the usage charge is assessed for all billings until a new “indoor water consumption” level is established. A new account is assigned an initial indoor water consumption of 15 CCF per two-month billing period until it is replaced by actual consumption statistics from its billing history.

Sewer service to other residential, excluding Class 1, properties shall be charged a **fixed base rate** only.

The District's Utility Discount Program (section 15.01) applies only to residential sewer base rates as listed in the following tables.

The bi-monthly sewer rate applies to each residential dwelling unit and includes King County's current bi-monthly charges of \$116.56.

Class	Description	Base Rate	Utility Discount Program (UDP) Base Rate
Class 1	Single-family Homes (Including individually metered multiple-family dwellings) plus the usage charges described above	\$154.87	\$135.05
Class 2	Two to Four Unit Residential Structures and Multiple Family Dwelling structures with a shared water meter	\$141.43	\$106.23
Class 3	Apartments (Five or more unit residential complex, with shared water meter)	\$128.00	\$99.52
Class 4	Condominiums and Townhomes with a shared water meter	\$128.00	\$99.52
Class 5	Mobile/Manufactured Home Cooperatives and Subdivisions	\$139.77	\$105.40

Section 1.02 Non-Residential

Sewer service to non-residential properties shall be charged a bi-monthly fixed base rate plus a usage charge as follows:

Class	Description	Base Rate	Utility Discount Program (UDP)
Class 6	Wet Laundries & Dedicated Carwash Supply Lines. This class applies to wet laundry and carwash facilities that have dedicated water meters independent of and separate from, all other use. In addition to this base charge, there shall be a consumption charge based on water usage in excess of the first 15 CCF, within the bimonthly billing period, of \$6.52 per CCF. The rates in this class reflect a 3% evaporation allowance. A wet laundry or carwash business without its own dedicated supply water meter shall not be allowed this Class 6 rate classification, it shall be classified as Class 7.	\$159.06	N/A

Class	Description	Base Rate	Utility Discount Program (UDP)
Class 7	Non-Residential: This includes all classes of sewer service not otherwise specified. In addition to the above base rate, there shall be a consumption charge based on water usage in excess of the first 15 CCF within the bi-monthly billing period of \$6.71 per CCF.	\$163.29	N/A

Section 1.03 Other Wastewater Collection Services

All other collection/disposal services including wastewater from main flushing, construction, de-watering, fire flow testing of private properties, and other sources shall be charged at a rate of \$7.19 per CCF.

Section 1.04 Monitoring Charges and Surcharge Billings

Certain sewage collection connections are assessed a monitoring surcharge, a heavy metals surcharge, or an oil and grease surcharge by the King County Department of Natural Resources and Parks. The above-described surcharges shall be passed through to the responsible party at the cost charged by King County plus a ten percent (10%) overhead for District handling.

SECTION 2.00 - WATER SERVICE RATES

The bi-monthly water service charge for both residential and non-residential properties includes a fixed base rate and a stepped usage charge based on the amount of water consumption. The base rate for residential water accounts shall be charged based on the number of dwelling units. A dwelling unit is defined as a single-family dwelling with its own entrance, bath and/or shower, toilet and access to a kitchen facility. The base rate for water service to non-residential properties shall be determined by meter size. The usage charge for all service classes is based on the volume of water consumed during the bi-monthly billing period. The usage charges range from \$3.83 to \$6.06 per CCF of water usage, with one CCF equaling 748 gallons.

The District's Utility Discount Program (section 15.01) applies **ONLY** to residential water base rates as listed in the following tables.

Section 2.01 Residential

Class	Description	Base Rate	Utility Discount Base Rate (UDP)	Usage Charge per CCF		
				1-10 (Per Dwelling Unit)	11-20 (Per Dwelling Unit)	21< (Per Dwelling Unit)
Class 8	Single-family Homes, Including Multiple Dwellings with individual meters	\$35.86	\$19.72	\$3.83	\$4.95	\$6.06
Class 9	Two to Four Unit Residential Structures (Duplex, Triplexes and fourplexes, with a shared water meter). Multiple dwellings with a shared water meter.	\$34.08	\$18.75	\$3.83	\$4.95	\$6.06
Class 10	Apartments (Five or more-unit residential complex, with shared water meter)	\$34.08	\$18.75	\$3.83	\$4.95	\$6.06
Class 11	Condominiums and Townhomes with a shared water meter	\$34.08	\$18.75	\$3.83	\$4.95	\$6.06
Class 12	Mobile/Manufactured Home Park, Cooperative, or Subdivision	\$34.68	\$19.08	\$3.83	\$4.95	\$6.06

Section 2.02 Non-Residential, Including All Irrigation Meters

All meters, including those installed within a residential complex for the purpose of irrigation, shall be charged non-residential water rates according to the size of the meter installed. These rates are as follows:

Class	Description	Base Rate	Utility Discount Base Rate (UDP)	Usage Charge CCF per Tier		
				1-10ccf	11-20ccf	21ccf<
Class 13	Non-Residential up to ¾" Meter	\$ 32.89	N/A	\$4.11	\$4.39	\$4.66
Class 14	Non-Residential 1" Meter	\$ 82.23	N/A	\$4.11	\$4.39	\$4.66
Class 15	Non-Residential 1 ½" Meter	\$ 164.47	N/A	\$4.11	\$4.39	\$4.66
Class 16	Non-Residential 2" Meter	\$ 263.14	N/A	\$4.11	\$4.39	\$4.66

Class	Description	Base Rate	Utility Discount Base Rate (UDP)	Usage Charge CCF per Tier		
				1-150 ccf	151-300 ccf	301 ccf<
Class 17	Non-Residential 3" Meter	\$ 493.39	N/A	\$4.11	\$4.39	\$4.66
Class 18	Non-Residential 4" Meter	\$ 822.32	N/A	\$4.11	\$4.39	\$4.66
Class 19	Non-Residential 6" Meter	\$ 1,644.63	N/A	\$4.11	\$4.39	\$4.66
Class 20	Emergency Use – The rate for all emergency water uses shall be set at the highest usage rate in the current Rate Resolution. That rate is currently \$6.06 per CFF. Examples of this type of use are watermain or hydrant damage by a third party, etc.					
Class 21	<p>The wholesale water rate shall be an amount equal to the average cost of wholesale water purchased from Seattle Public Utilities (SPU), plus forty percent (40%) of said amount.</p> <p>The average cost is defined as the supply contract cost paid to SPU for the previous calendar year, divided by the actual residential and non-residential consumption for the same period.</p> <p>If such sale/use of wholesale water is responsible for “peaking penalty” then the purchaser shall be responsible for charges associated with peaking penalties (see Section 13.02 on Minimum Billing).</p>					

SECTION 3.00 - CITY FRANCHISE FEES

Service properties shall be charged for franchise fees assessed by the respective city in which they are located. These franchise fees are subject to adjustment at any time by city ordinances. The current franchise fees are as follows:

Paid to the Following Jurisdictions for Service Provided within their Applicable Corporate Boundary	Franchise Fee as a % of service revenue
City of Bothell	5%
City of Kenmore	5%
City of Lake Forest Park	6%
City of Kirkland	11%

SECTION 4.00 - DWELLING STRUCTURE DEFINITIONS AND CLASSIFICATION

Section 4.01 Condominiums and Townhouses

For the purpose of regular service billing, multiple residential dwellings such as condominiums and townhouses with individual water meters installed for each unit are considered a Single Family Dwelling Structure (Class 1) for sewer service and a Single Family Dwelling Structure Class 8 for water service. Condominiums without individual water meters installed for each unit are considered a Multiple Family Dwelling Structure Class 4 for sewer service and Class 11 for water service.

Section 4.02 Two to Four Unit Residential Structures

In the case of a multiple-dwelling unit complex, the entire complex is viewed as a whole. For example: the accounts for several four-unit buildings, clustered within the same apartment complex, are billed as apartments. On the other hand, a stand-alone four-unit building in a single tax lot is considered a fourplex.

Section 4.03 Single Family Homes including Individually Metered Condominiums and Townhomes

For bi-monthly regular service billing purposes, a “single-family” shall mean a property that meets the following requirements:

- a. The property must be a residential home, condominium unit or a mobile home on a separate tax lot with less than 10,000 square feet of living space.
- b. The property is not used for business or activities catering to the public, unless classified as an Assisted Living Facility (see Section 4.05). A home business that offers its goods and/or services to the public through signage, or other forms of advertising shall not be classified as a single-family home.

Properties that fail to meet the above requirements shall be considered Class 7 for sewer service and Class 13 to 19 based on meter size for water service.

Section 4.04 Group and Assisted Living Facilities

A group or assisted-living facility, located in a single-family structure, is classified as a single-family residence. A group or assisted living facility located in a multi-family structure or complex shall be classified as either multi-family or commercial as is appropriate.

Section 4.05 Mixed-Use Properties

For proper billing purposes, mixed-use properties (a single building structure with both commercial and residential occupancy) are typically provided two separate meters, separating each type of use. One meter shall be installed for commercial use and one meter shall be installed and designated for domestic residential use. In the absence of separate metering, the entire tax lot shall be billed as non-residential (Class 7 for sewer service and Class 13-19 for water service). For more information see Section 8.01.

Section 4.06 Mobile/Manufactured Home Park Cooperative or Subdivisions

A mobile/manufactured home park cooperative as defined by RCW 59.20.030(11) is any real property consisting of common areas and two or more lots held out for placement of mobile homes, manufactured homes, or park models in which both the individual lots and the common areas are owned by an association of shareholders which leases or otherwise extends the right to occupy individual lots to its members.

A mobile/manufactured home park subdivision as defined by RCW 59.20.030(12) is any real property, whether it is called a subdivision, condominium, or planned unit development, consisting of common areas and two or more lots held for placement of mobile homes, manufactured homes, or park models in which there is private ownership of the individual lots and common, undivided ownership of the common areas by owners of the individual lots.

Section 4.07 Cottages, Attached Dwelling Units (ADU), Detached Dwelling Units (DADU) and Other Similar Dwelling Types

Attached Dwelling Units, Detached Dwelling Units, Cottages, and other similar dwelling types are single-family dwelling units, located on a shared parcel, designated by the local land use/building authority (City). These dwelling are to be served by individual metered services billed at the District's single-family rate. Any shared meters permitted prior to April 2025 will be billed at the District's Two to Four Unit Residential Structure rate (Class 2 for Sewer and Class 9 for Water).

SECTION 5.00 - SERVICE CONNECTIONS AND BILLING

Section 5.01 One Meter per Single Family Dwelling Structure

Single Family Dwelling Structures are intended for residential use, either attached or detached, with foundation to rooftop ownership or the potential thereof, shall be metered individually and be billed at the District's single-family rate. Single Family Dwelling Structures with a shared meter must have been permitted by the adoption of this 2025 resolution to be billed as a Single Family Dwelling structure.

Section 5.02 One Meter per Multiple Family Dwelling Structures (Shared Meter)

Structures intended for residential use, either attached or detached, without foundation to rooftop ownership or the potential thereof, shall have at least one meter per building and be billed at the District's multi-family rate for each dwelling unit. This includes structures that share a water meter for multiple homes such as condominiums, cooperative ownerships, and townhomes.

Section 5.03 Non-Single Family Connections, Car Washes and Laundromats

There shall be a minimum of one meter per detached building for non-single-family service connections. However, wet laundry service providers ("laundromats") and car wash facilities must be connected to the water main directly with their own water meter to qualify for the respective billing classification. See Section 1.02.

Section 5.04 One Account per Meter

Except for meters installed specifically for fire protection purposes (fire sprinkler systems), there shall be one account and one bill per water meter, regardless of the number of units serviced by each meter for water and sewer accounts.

Section 5.05 Bi-Monthly Billings

There shall be one billing every two months for regular water and sewer service accounts. Section

Section 5.06 Combined Bill

For users receiving more than one utility service, there shall be a combined bill.

Section 5.07 Due Date

Depending on the number of days in the applicable calendar month(s), all bills are due 59 to 62 days from the date of billing. The due date for each billing shall be so specified on the bill.

Section 5.08 Acceptable Forms of Payment, Payment Reversal Charges and Special Payment Processing Fees

Payments made for utility services and/or connection, or miscellaneous charges must be in a form acceptable to the District.

Acceptable forms of payment are:

- a. U.S. currency.
- b. Checks or money orders drawn on a U.S. bank and payable in U.S. dollars, with proper identification – Third party checks are not accepted.
- c. VISA and MasterCard branded credit or debit cards, including Apple Pay and Google Pay. (see additional information below)

With credit or debit card payments, there shall be no service charge for the first \$500.00 of payment(s) made. Any payment in excess of \$500.00 shall be assessed a 3% service charge.

There shall be a non-refundable charge of \$10.00 for handling a check or Automated Clearing House (ACH) transfer which has been dishonored or for a credit card payment which has been charged-back to the District.

- a. The affected utility service account shall be charged the amount of the dishonored check or charged-back credit card payment.
- b. All collection steps would resume as if said dishonored check or charged-back credit card payment was never received or made. This includes water service termination, if the original payment received resulted in water service being reactivated.
- c. The property owner and the maker of the dishonored check or the owner of the charged-back credit card shall be notified.

If an account has two returned or charged-back items within a twelve-month period, the District shall

only accept cash, money orders, credit card payments, or certified checks from the offending account for the ensuing twelve-month period. If an automated funds transfer (AFT) account payment attempt is reversed for any reason, including but not limited to non-sufficient funds, account closed and account owner dispute, the authorized AFT shall be terminated.

There shall be a charge of 10% of the payment received for the processing of cash payments in the form of loose coins that total more than \$20.00.

The District reserves the right to refuse any payment it deems to be in an unacceptable form, including, but not limited to, post-dated checks or checks marked as "paid in full".

Section 5.09 Application of Payments Received

Payments received on service account billings shall be applied to the oldest unpaid charges on the account. In the case of multiple unpaid charges from the same date, payments will be applied in the following order of priority: (1) Miscellaneous charges, including administrative fees and penalty charges, (2) any open installment contracts, (3) City Franchise Fees, (4) Sewer Base Charges, (5) Sewer Usage Charges, (6) Water Base Charges, (7) Water Usage Charges, (8) Fire Protection Charges, (9) Foreign Mailing Fees, (10) Cellular Endpoint Charges, (11) Charitable Donations such as the Share-A-Drop program. Any remaining credit after all charges are paid shall be used to reduce the principal due on any existing connection charge installment contract(s). If no outstanding installment contract exists or remains, any remaining credit shall be kept on account as a credit against future charges. Credit Balances in excess of \$25.00 may be refunded to the customer upon their written request. Refunds are all processed through King County and can take up to 45 days to reach the customer after a request is received.

Section 5.10 Property Owners Billed and Duplicate Billing

The District's accounts are kept in the name of the legal owner of the serviced property only. The property owner's address is required for all service accounts. In cases where the address of the owner is other than the address of the real property receiving service, billings for service charges shall be mailed directly to the real property owner at the owner's address, except as provided in Section 5.10. A property owner or the owner's representative may request in writing that a duplicate bill be sent to a tenant occupying said property. The duplicate bill shall be addressed to the "Resident". The property owner shall notify the District of any changes in tenancy and shall always remain responsible for any unpaid charges.

Section 5.11 Designation of a Representative

A real property owner may designate a representative to receive billings for service charges at an address other than the address of the serviced property or the address of the owner. To designate a representative, the owner must deliver to the District a properly executed and notarized "Release to Bill Non-Owner" form (Release) issued by the District, or if said owner has designated in writing an agent to manage the owner's real property, said agent shall deliver a copy of the written property management agreement to the District signed by the owner.

For purposes of informing the property owner of potential liens being filed against the property and sending past due reminders and service termination notices (see Sections 6.02 and 6.03 below), the owner must provide the District with the appropriate mailing address if they do not live at the service property. The District will not set up the designated representative on the account until it has

received this address.

After receipt of said release or management agreement, the District shall mail all bills and notices for the account to the representative designated by the owner in the Release or the agent designated by owner in the property management agreement. The District shall not be responsible for, and the property owner shall pay, any charges or damages to the District resulting from representative's failure to pay District charges or to perform any act required by the District. Owner must promptly advise the District in writing of any change of representative or the termination of the property management agreement with the agent.

SECTION 6.00 - DELINQUENT UTILITY SERVICE ACCOUNTS

The District can enforce delinquency collection on all accounts with a past due balance of over \$10.00, in accordance with Chapter 57 of the RCW.

Section 6.01 Delinquent Accounts

All charges unpaid after the specified due date on each bill as set forth in Section 5.06 shall be delinquent. A penalty charge computed at a rate of 10% of the delinquent amount shall be added to the account balance. Additional penalty charges shall not be computed on prior late charges or on a delinquent amount previously charged a penalty charge.

Accounts that fail to comply with state law (WAC 246-290-490) and the District's cross-connection control requirements shall also be treated as a delinquent account.

At the discretion of the General Manager, for an account with a delinquent balance in excess of \$2,500.00 (excluding sewer service only accounts), the District may have the water meter removed. This does not apply to customers who have any medical condition which requires an ongoing supply of water (see Section 6.03). Water charges shall not resume until the meter is reinstalled.

Section 6.02 Past Due Reminder

Fifteen (15) days after an account becomes delinquent, the District shall send out a "Past Due Reminder." The reminder shall go to the property owner, and where applicable, the designated representative (see Section 5.10) and "Resident" (tenant). There shall be a charge of \$4.00 for each domestic address and \$10.00 for each international address to which the reminder notice is sent. Electronic notification of the past due amounts in addition to a mailed letter may be sent with no additional fees.

Section 6.03 Service Termination Notice

Thirty (30) days after an account becomes delinquent, the property owner, representative or "resident" (tenant), if any, shall each be sent a Service Termination Notice, which shall specify the amount which is delinquent, plus penalty charge. It is also provided that a Service Termination Notice shall not be sent unless the delinquent amount, plus penalty charge, is \$125.00 or more. The delinquent amount, plus penalty charge, must be paid in cash or by check/credit card and received at the District office within seven (7) days of the date of the notice to avoid service termination and the related service termination charge; provided, however, if said

delinquent account has had more than one "Payment Reversal Charge" authorized in Section 13.01 below, the delinquent amount plus penalty charge must be paid by cash, certified check, money order, or credit card. A "required payment date" approximately seven (7) days after the date of the notice, and the "required payment amount", shall be specified in each service termination notice. This section shall not apply to an account with a documented kidney dialysis patient living on-site, or other documented medical affliction which requires an ongoing supply of water. For kidney dialysis patients, as evidence, the District shall require written documentation of dialysis from the patient's medical doctor or the Northwest Kidney Center. For other medical issues, a letter or email from the patient's doctor shall be required.

Section 6.04 Appeal Hearing

In the event the property owner believes there is an error in the billing or in the event the property owner disputes the amount due set forth, the property owner shall be entitled to a hearing before the General Manager, or his/her designee, prior to termination of service, PROVIDED THAT a written request for such hearing is received by the General Manager no later than the close of business on the day before the payment due date. At the hearing, the property owner shall have the opportunity to present oral or written information in support of his/her claim of error or irregularity. After considering any information presented, the General Manager or his/her designee shall make any adjustment to the bill he/she believes is fair and equitable. The decision of the General Manager in this regard shall be in writing and shall be final and conclusive. The Board of Commissioners shall be notified of such appeals.

Section 6.05 Notice of Intention to File Lien

Thirty (30) days after an account becomes delinquent, the District shall send a letter to the property owner(s), lender(s) and/or lien holder(s) of record of the delinquent property. The letter shall notify the interested parties of the District's intention to file a lien against the property and to give the interested parties the opportunity to take action prior to the lien filing date to prevent the District's lien filing which shall be filed on or after 15 calendar days after the date on the noted letter. Also see Section 6.10.

Section 6.06 Failure to Receive a Bill

Failure to receive a bill does not relieve a property owner of the responsibility for payment of charges and penalties.

Section 6.07 Service Termination

If a delinquent account is not paid before the required payment date specified on the service termination notice, water service shall be terminated on the date stated on the service termination notice (see Section 6.03). There shall be a service termination charge of \$50.00. Once a District employee is dispatched to the service property to turn the water off, this charge shall be assessed even if service is not actually terminated. District employees dispatched to the service property to turn the water off are not allowed to receive payment of any kind to stop the termination from taking place. If the meter is not accessible for termination, refer to Section 11.10 below.

If the District is aware that water service was terminated for a customer which is either in the hospitality (restaurant, bar, etc.), adult care or child service industries, it shall contact the

Department of Public Health – Environmental Health Services at 206-263-9566 upon water service terminations.

See section 16 (Administrative Determination) for a one-time waiver of shut-off fees, for every 12 months.

Section 6.08 Reactivation

Service shall be reactivated when the delinquent amount and the penalty charges are paid in cash, certified check or credit card. There shall be a \$50.00 charge for reactivating service during regular business hours, Monday through Thursday, 7:00 a.m. to 4:00 p.m. and Friday 8:00 am – 3:30 pm, or a charge of \$100.00 after regular District business hours. When service has been terminated due to lack of payment, the account is limited to one after-hours reactivation every 12 months.

Section 6.09 Temporary Reactivation of Service

If service has been discontinued due to delinquency, an authorized agent of the owner of the service property may request, in writing, a temporary reactivation of service to facilitate the sale of the property. A prepaid charge of \$50.00 for temporary reactivation of service during regular business hours, Monday through Thursday, 7:00 a.m. to 4:30 p.m., Friday 7:00 am – 3:30 pm or a charge of \$100.00 for service restoration outside these hours. The temporary restoration of service shall not exceed twenty-four (24) hours; service shall be re-terminated thereafter. The charges above include terminating the service after the 24-hour period has lapsed.

In the case of a temporary Reactivation of Service due to a heat advisory issued by the National Oceanic and Atmospheric Association, prepayment is not required; however, the same charges will apply and will be reflected in the service property's account.

Section 6.10 Lien and Foreclosure

The policy concerning lien and foreclosure of delinquent accounts shall be as follows:

In addition to the “Notice of Intention to File Lien” described in Section 6.05, the “Past Due Reminder” (see Section 6.02) shall also serve as a notice to the property owner of the District's intent to file a lien against the property receiving service. Should the past due balance remain delinquent for 30 days, a lien may be recorded against the property with the County Recorder in which the real property is located. The amount of the lien shall be specified at the date of recording. The account shall be assessed a Lien Processing charge for each lien filing and subsequent release of the specific lien against the property (see Section 13.12). Pursuant to RCW 57.08.081(3), an interest charge not to exceed the Prime Lending Rate of the District's depository bank plus 4% per annum shall also be assessed against the delinquent amount for the preceding month, commencing on the first business day of each month, following the lien filing by the County Recorder. This interest charge shall be assessed each month until the lien is released.

A property owner or designated representative having a delinquent account shall be sent a “Past Due Reminder,” and the District shall notify the lender(s) or lien holder(s) of its intent to file a lien against the property as described in Section 6.05 above. If unpaid, the lien against the property shall be subsequently filed, notwithstanding the time requirement in the preceding paragraph.

Action may be taken by the Board of Commissioners to enforce collection of the delinquent amount at any time after said charges have been delinquent for a period of 60 days, pursuant to RCW 57.08.081. The District is authorized to foreclose by civil action in the Superior Court of the county in which the real property is located, and to request attorneys' fees in such amount as the court may adjudge reasonable. The action shall be *in rem* against the property and in addition may be brought in the name of the District against an individual, or against all of those who are delinquent in one action, and the laws and rules of the court shall control as in other civil actions; it is provided, however, that foreclosure shall not be authorized until the delinquent amount is \$1,000.00 or more. All attorney fees and costs incurred by the District related to the foreclosure or potential foreclosure proceedings shall be charged to the account.

Section 6.11 Release of Lien

The lien filed with the County Recorder shall not be released until the account balance, including attorney fees charged to the account, late charges and interest, is paid in full.

Section 6.12 The Servicemember's Civil Relief Act

To be in compliance with the Servicemembers Civil Relief Act ("the Act"), the delinquent account collection policies for active military personnel are as follows:

- a. Late charges on accounts of active military personnel shall not apply. Proof of active-duty status must be provided. This will be in effect once proof of active-duty status has been provided.
- b. The Act does not address the District's right to terminate water service for non-payment pursuant to RCW 57.08.081 for active military personnel with delinquent service accounts. The District, therefore, shall not terminate water service to active military personnel with delinquent service accounts without prior approval of the Board of Commissioners, provided sufficient documentation of active duty status is provided to the District.

Section 6.13 Security Deposits in Bankruptcy Filing

The District requires a security deposit from accounts in bankruptcy proceedings for continued utility service beyond the filing date. Such deposit must be made within 20 days after the initial bankruptcy filing, in an amount no less than 150% of the highest total charge billed in any two-month period within the previous year. Such deposit shall be held by the District until the bankruptcy is dismissed or discharged by the court. At such times, the property owner may request to apply the security deposit toward any unpaid charges or a refund, if there is no balance owing. Any unpaid balances remaining on an account after dismissal or discharge of bankruptcy may cause the District to file a lien against the property and potentially foreclose on it as described in Section 6.11 above.

SECTION 7.00 - TAMPERING WITH PUBLIC UTILITY SYSTEMS AND UNAUTHORIZED CONNECTIONS TO SANITARY SEWER AND WATER SYSTEMS

Section 7.01 Tampering with Public Utility Systems

It is a federal offense for anyone to tamper with a public water system (42 *USC* Sec. 300i-1). In

addition to any penalty applicable under the statute, the District shall assess a System Tampering Charge of \$500.00 for each instance of such tampering. Charges for unauthorized connections or modifications to sanitary sewer and/or water systems and other charges may also apply (see Sections 7.02, 7.03 and 7.04). Examples of tampering with the water or sewer system include, but are not limited to:

- a. Gaining unauthorized access to District facilities
- b. Operating or damaging any system components, such as valves, water meters, hydrants, meter by-pass's, blow-offs, air release/vacuum assemblies, clean-outs, manholes etc.
- c. Unauthorized connections to the District's water or sewer system
- d. Installing or removing components that affect the accuracy, location or orientation of the meter
- e. Cutting of locks or other devices installed for the purpose of securing the termination of service
- f. Non-permitted work, including disconnection from the public sewer system, repairs or modifications

In addition to the System Tampering Charge, the District shall collect from the customer all costs needed to bring the water or sewer system back to normal working condition, including the repair or replacement of all damaged components and equipment. This includes removing a water meter when a lock has been cut. If the General Manager makes a determination that a service should be disconnected at the main, the District shall assess all charges associated with these activities to the applicable property.

Section 7.02 Unauthorized Connections to Sanitary Sewer and Water Systems

Should any individual, corporation, or other entity make a direct or indirect connection to either the sanitary sewer or water system of the District without first applying and obtaining permission to make a connection, or should a connection be made without inspections being made by the District of the connection, as required by resolution of the District, the same shall be deemed an unauthorized connection. The District, as a result, may incur substantial expenses for investigation, ascertaining the facts of the unauthorized connection, and may incur other administrative costs in connection therewith. In such case, these costs will be charged to the customer making the unauthorized connection.

Section 7.03 Fee for Unauthorized Connection to Sanitary Sewer System

In addition to the tampering charge of \$500.00 (see Section 7.01), regular service charges plus a charge of \$50.00 per day for an unauthorized connection to the sanitary sewer system, from the date of said unauthorized connection to the date of inspected disconnection, shall be charged to the account. If the length and duration of the unauthorized connection cannot be determined, the District will assess a minimum charge for 30 days (\$1,500.00). Further, the District may charge:

- a. A current connection charge to the District's sanitary sewer system (see Section 10.00)
- b. Permit and inspection fees,
- c. Potential lien filing,
- d. Any other associated costs incurred by the District to gain compliance

The District may disconnect said sanitary sewer connection and charge all costs and expenses

incurred in making said disconnection. No further connection shall be authorized to said property served by said unauthorized connection until the unauthorized connection has been properly addressed to the satisfaction of the District, including all costs, charges, and per diem sanitary sewer service charges are paid in full, and the District is fully compensated for all costs and expenses including engineering and attorneys' fees incurred, directly or indirectly, as a result of said unauthorized connection.

Section 7.04 Fee for Unauthorized Connection to Water System

In addition to the tampering charge of \$500.00 (see Section 7.01), regular service charges plus a charge of \$50.00 per day for an unauthorized connection to the water system, from the date of said unauthorized connection to the date of disconnection, shall be charged to the account, when applicable. In addition, a consumption fee shall be charged using a rate based on the size of connection that is equivalent to the corresponding meter size listed in the relevant American Water Works Association (AWWA) meter flow capacity publication. If there is not an equivalent meter size and the connection size is fractionally greater (commonly .25" or .5") then the next whole meter size shall be used for the purpose calculating the discharge rate. The charge shall be at the highest step rate set for the customer class, per 100 cubic feet for all water consumed during an 8-hour period of continuous water flow each day until date of disconnection from the system. This current rate is \$6.06 per 100 cubic feet (see Section 2.00). The discharge rates used are the AWWA Flow Rates based on meter size.

Further, the District shall charge a connection charge (see Section 10.00), as would otherwise be due and payable if said property were legally connected. The District may disconnect said water connection and charge all costs and expenses incurred in making said disconnection. No further connection shall be authorized to said property served by said unauthorized connection until all costs and charges are paid in full. This includes all engineering and attorney fees incurred directly or indirectly as a result of said unauthorized connection.

SECTION 8.00 - CONNECTION TO AND DISCONNECTION FROM THE WATER OR SEWER SYSTEM

Section 8.01 Commencement of Billing for New Service Connections

Billing for water service commences with the installation of the water meter. In most cases, billing for sewer service commences with the approved and inspected side sewer connection. Since charges for these utility services are assessed regardless of the completion or occupancy of the structure receiving service(s), developers or property owners should not schedule meter installation or side sewer connection inspection until the property is ready for service. No property shall receive water or sewer service until such time as it has a verifiable street address assigned by the appropriate land use authority.

For "mixed use" or commercial properties, where there are non-residential businesses on the ground level, and apartments or condominiums on above floors, and where contractors often want to connect to the sewer so they can make property improvements (e.g., paving, landscaping, etc.), if there is no water meter installed, billing for sewer services shall commence when the water meter is installed. If there is a water meter installed, billing for sewer services shall commence with the approved and inspected side sewer connection. For more information see Section 4.06.

Section 8.02 Disconnection from the Water or Sewer System

- a. **Sewer Service.** If all improvements are to be removed from a lot or parcel of real property previously connected for service, upon request from the property owner, the side sewer servicing the property shall be plugged at a location approved by the District. The property owner shall pay all costs of capping or plugging the sewer line and in addition shall pay one-half of the District's current gravity side sewer single inspection fee (see Section 11.01). During such times when the sewer line is plugged; no sewer service charge shall be assessed against said property.
- b. **Water Service.** Water service charges to a property may be discontinued based on the following conditions:
 - i. The property owner requests in writing that the District remove the meter from the meter box. The cost of meter removal is \$100.00
 - ii. An existing structure is determined to be unsuitable for human occupancy by the proper governmental agency
 - iii. If a customer submits a meter removal request for an irrigation meter, the District will abandon the irrigation service line once the meter is removed. The customer shall not be charged a service line abandonment fee in consideration of forfeiting their Equity Credit for Past Payment of Connection Charges. If an irrigation service is requested in the future, full connection and installation charges will be applicable. Service charges for irrigation only meters can be discontinued only if the service line is abandoned. The inspection for such water disconnection is \$100.00 each.

Section 8.03 Resumption of Water and/or Sewer Service(s)

The charge to physically reconnect the meter shall be the same as the charge to remove the water meter if the meter is reinstalled within 12 months (see Section 8.02 (b)(i) above).

Reconnection beyond the 12-month period noted above shall be subject to the standard billing processes identified in Section 11.03.

The side sewer shall be reconnected at the property owner's expense. The reconnection must be inspected by the District for approval. The property owner shall be charged for inspection (see Section 11.01). The property owner must request reconnection for occupancy or reconstruction. Once reconnected, regular service(s) billing shall resume even if the property remains unoccupied due to reconstruction.

Section 8.04 Short-Term Disconnection

Short-term disconnection for unoccupied property is administered as described in Sections 8.02 and 8.03.

Section 8.05 Required Sewer Connection

If required by laws or regulations, the owner of each improved lot or parcel of real property within the area to be served by the sewer system of the District, designed to be utilized for human occupancy, employment, recreation, or other purpose or use abutting on any street, alley or right-of-way in

which there is now located, or may in the future be located, a public sanitary sewer of the District, shall connect such real property at his or her expense to the public sewer system of the District, provided that said public sewer is within 200 feet of the property line of said parcel of real property. An improved lot or parcel of real estate shall be defined as any parcel of land upon which improvement(s) is (are) constructed.

Any improvement or structure hereinafter constructed or made available for human occupancy and use shall, within 60 days after written notification of sewer availability has been issued by the District or the date of the installation of a water meter, whichever occurrence is sooner, shall be connected to the sewer system of the District by the owner of the real property upon which said structure is located at his or her expense.

All property shall be deemed capable of being served by the lines of the District if property lines are located within 200 feet thereon can be served into the District sewer lines by gravity or by pumping provided the property served shall have direct access to the District's sewer line.

Section 8.06 Charge for District Expense of Making Connections to Sanitary Sewer Facilities

In the event that any owner of property fails or refuses to make connection as required by Section 8.05 above, the Board of Commissioners of the District may cause such a connection to be made and the cost thereof to be filed as a lien against the property served and to be collected as provided by law.

Section 8.07 Exemption from Sanitary Sewer Service Charge

Non-residential water consumption not discharged into the District's sanitary sewage collection system may be exempted from sewer usage charges if approved by the District. This applies to irrigation, fire protection, and other uses that will not enter the District's wastewater collection system. Also see Section 8.09.

The property owner must apply for a separate water meter, connecting directly to the District's water main, to measure non-sewer water service consumption. Charges for the new meter are as set forth in Section 11.03. Along with the application, the property owner must submit a detailed drawing of the non-sewer plumbing system to be serviced by this meter. Upon approval, the District shall install the new meter. Water consumption for non-sewer water service use as registered on this meter shall be exempt from sewer service charge. If this meter is used later to supply consumption, which eventually enters the District's wastewater collection system without advance notice to and approval from the District, its "exempt" status shall be revoked to the date of original installation. The full sewer service charge shall be assessed retroactively on all consumption previously exempted.

Section 8.08 Temporary Turn-off Charges for Irrigation and Domestic Meters

- a. No more than once per year, upon request from the property owner, the District shall temporarily turn the water off and then back on again for no charge. During such time as said meter is turned off, minimum bi-monthly water service base charges as described in Section 2.00 shall be charged to said property, and all other charges for sewer and other applicable charges shall continue.
- b. Subsequent to one uncharged turn off and reactivation as described in Section 8.08.a,

upon written request from a property owner, a water meter may be turned off for a temporary period if the structure is vacant. During such time as said meter is turned off, minimum bi-monthly water service base charges as set forth in Section 2.00 shall be charged to said property, and all other charges for sewer and other applicable charges shall continue to be charged. The District shall charge its actual labor and material cost to turn off a meter plus an additional charge for administration and overhead as set forth in Section 14.00, but in no event shall the charge be less than \$50.00. The charge to turn on the meter shall be calculated upon the same basis as the charge to turn off the meter.

Section 8.09 Disconnection of Uninhabitable or Vacant Properties from the Water and/or Sewer System

If it becomes necessary to disconnect a property already connected to the District's system(s) for service(s), it shall be administered as follows:

- a. Permanent Disconnection: There are situations where an existing connected property needs to be demolished or otherwise never occupied again for reasons such as a change in land use or inclusion in a flood plain. The District shall notify the property owner in writing of the planned disconnection. The District shall disconnect the property thereafter at its own cost for the protection of its systems. The specific property shall retain its system Equity.
- b. Temporary Disconnection: If a connected property is rendered temporarily uninhabitable due to fire, flood, chemical contamination or intentional extended vacancy, the District shall discontinue service to the property at no cost upon the property owner's request.

SECTION 9.00 - BACKFLOW ASSEMBLY TESTING

The District shall enforce a backflow assembly testing policy in accordance with WAC 246-290-490, District Resolution 1994-4-1 and Northshore Utility District's Cross Connection Control Program Manual adopted on January 24, 2022. The District may provide backflow assembly testing to property owners at a rate of \$150.00 per test.

SECTION 10.00 - CONNECTION CHARGES (MAJOR FACILITIES CHARGES, LOCAL FACILITIES CHARGES AND FIRE PROTECTION CHARGES)

Section 10.01 Connecting to the District's Sewer and Water Systems

There are two types of cost associated with connecting a home or businesses to the water and sewer system. These costs fund the infrastructure investment to support impacts of development. The costs are referred to as connection charges (CC), which are calculated in accordance with state law. The water CCs have three components: Major Facilities Charge (MFC), Local Facilities Charge (LFC) and Fire Protection Charge (FPC). The sewer CC has MFCs and LFCs only. The MFCs support major infrastructure facilities that serve the overall District (e.g., reservoirs, pump stations, major pipelines, offices, etc.). The LFCs support the local infrastructure that brings service directly to the property (e.g., local distribution mains, services, pipelines, related appurtenances, etc.). The FPCs support the extra capacity needed in the water system to provide fire delivery throughout the District.

There is a special Capacity Expansion Connection Charge (CECC) for sewer, which is in addition to the MFC and LFC. The CECC was established to address specific infrastructure needs to support recent sudden development within a defined area known as the Totem Lake Sewer Basin. See section 10.03 for more information.

Owners seeking to connect property to the District's sewer and water system which, as legally described and addressed in the application for connection, have never received service, or which, with regard to property already receiving such service, imposes an additional demand upon the District's water or sewer facilities, shall pay connection charges as determined by the District as a condition of such connection(s). Said charges shall be assessed and administered in accordance with District Policy and Procedure Number ENG5 – Assessment and Administration of Connection Charges.

Section 10.02 Schedule of Charges

The table of Connection Charges (Major Facilities Charges [MFC] and Local Facilities Charges [LFC]) are as follows. If the new connection is for irrigation purposes only, the Fire Protection Charge shall not be assessed.

Meter Size	Sewer – Connection Charges			Water – Connection Charges		
	MFC	LFC	TOTAL	MFC	LFC	TOTAL
¾"	\$1,925	\$5,075	\$7,000	\$1,800	\$700	\$2,500
1"	\$3,160	\$8,340	\$11,500	\$2,950	\$1,150	\$4,100
1-1/2"	\$6,375	\$16,825	\$23,200	\$5,900	\$2,300	\$8,200
2"	\$10,195	\$26,905	\$37,100	\$9,425	\$3,675	\$13,100
3"	\$20,360	\$53,740	\$74,100	\$18,850	\$7,350	\$26,200
4"	\$31,820	\$83,980	\$115,800	\$29,425	\$11,475	\$40,900
6"	\$63,670	\$168,030	\$231,700	\$58,925	\$22,975	\$81,900

The table of Fire Protection Charges (FPC) is as follows. The conversion rate of multiple residential units to single-family residence is 0.6 to 1.

Fire Flow Required (GPM)	FPC Units	Fire Protection Charge
1,000	1.00	\$600
1,500	1.50	\$900
1,750	1.75	\$1,050
2,000	2.00	\$1,200
2,500	2.50	\$1,500
3,000	3.00	\$1,800
3,500	3.50	\$2,100
4,000	4.00	\$2,400

Water and sewer Major and Local Facilities Charges for meter sizes not listed above shall be charged proportionate to the service demand of a "single-family home" on the same flow- equivalent basis. If a new connection must pay a Developer's Reimbursement Charge, it shall be exempt from paying the Local Facilities Charges.

Section 10.03 Capacity Expansion Connection Charge (CECC - Totem Lake Sewer System Basin)

The Totem Lake Sewer System CECC applies to all requests for sanitary sewer service that are located within the sewer system drainage basins that presently discharge into the existing Totem Lake Trunk or will eventually discharge into the facilities constructed or improved by the Totem Lake Sewer Improvements. The CECC is \$2,829.00 per equivalent multi-family unit, in addition to the sewer connection charges mentioned above. See Engineering Policy No. 11 and Resolution No. 2018-2-04, for additional information.

a. 2016 Special Local Connection Charges:

2016SLCC connection charge is established by the Board for the 120/89 Sewer Main Extension Project per Resolution No. 2016-05-01. Resolution No. 2016-05-01 is replaced by Resolution No. 2025-03-01. Subject properties per Resolution No 2025-03-01 are subject to Special Local Connection Charge (SLCC). SLCC is \$67,825.00 per lot.

Section 10.04 Installment Contracts for Connection Charges

A property owner may request installment financing of connection charges in accordance with RCW 57.08.005(11). If allowed, the arrangement will be for the property owner to pay for these charges in bi-monthly installments, over a fixed term, and at a fixed interest rate. The District will not enter into an installment contract for an amount less than \$500.00. The fixed term shall depend on the amount of the connection charges. The property owner can choose any term up to the maximum term as shown in the table below:

Amount	Maximum Term	Minimum Down Payment
\$500 to \$5,000	10 Years	10%
Greater than \$5,000	15 Years	5%

The fixed interest rate shall be the most recent 10-year U.S. Treasury Bond yield rate as published by the U.S. Treasury on the date the contract is signed by both parties (<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/TextView.aspx?data=yield>), plus 2.5% and rounded up to the nearest .25%. All contracts shall require a minimum down payment. The installment payments shall be made on a bi-monthly basis concurrent with the property owner's service billing. In addition, all installment contracts shall be filed as a lien against the service property. The property owner shall be assessed a Lien Processing charge for the initial recording of the contract and subsequent release of the specific lien against the property per Section 13.12. The down payment and Lien Processing charge shall be paid to the District at the time the contract is signed.

SECTION 11.00 - MISCELLANEOUS FIELD SERVICE CHARGES

Section 11.01 Side Sewer Permit Charge

The District shall charge fees for each side sewer connection as follows:

TYPE – Service Description	Rate
*Right-of-Way Permits required for side-sewer inspections	see Section 11.04
Pumped side-sewer, or other obvious situations requiring two inspections	\$600
ROW stub installations (includes \$115 for preconstruction meeting)	\$715
Gravity side-sewer requiring a single inspection	\$300
Capping or Plugging Side Sewers	\$150
Inspection for gravity and pumped side-sewer: Each additional inspection (minimum one hour, time in excess of 1 hour billed in ½ hour increments)	\$115/hr.
Grease Removal Device Inspection	\$115
Site planning assistance for customers converting from septic to the District's sewer system	\$50
Inspections for property owners who make minor modifications or repairs to their existing system	No Charge

These charges cover the application, and the number of inspection(s) expected for the new connection to the District's sewage disposal system. There shall be a fifty percent (50%) surcharge for inspections requested and performed outside the District's normal hours of operation.

The District shall charge a flat fee as identified in Section 11.04 to each property owner applying for a side sewer permit to pay for charges billed to the District by other municipalities for right-of-way permit fees, inspection fees and any other miscellaneous charges.

Side-sewer permits expire after six months and customers are allowed a one-time six-month extension. After one year, if a final inspection has not been completed, new permit charges shall apply.

Owners seeking to convert from a septic system to the District's sewer system may request assistance with site planning. The District will assist with site planning for a fee of \$50.00.

Section 11.02 Sewer Line Video Service

The District shall charge for video inspection service at a rate of \$2.00 per linear foot of sewer pipe inspected. The charge will include truck, material, video inspection footage and labor charges. Listed items is not all inclusive of possible amounts related to this service. Charges in this section cover only the video services rendered. Rates for the video truck and related equipment used are billed separately. See Section 14.01.

Section 11.03 Water Service Line and Meter Installation Charges

Full water service installations include water service line installation charge, water meter installation charge, special condition deposit (when applicable) and right-of-way permit fees (see Section 11.04 for right-of-way permit fees), as listed below. Water meter installation charges are considered a separate charge and apply to all meter installations.

- a. **Water Service Line Installation Deposit:** The following charges include labor, materials and equipment to install water service line, setter and meter box. The below is a minimum deposit with actual charges being made against deposited funds. Special conditions might apply for additional deposit amounts to be collected. See section 11.03(e) for more information.

Water Service Line Size	Minimum Deposit
1" (Minimum Size)	\$8,000
1 ½"-2"	Per Estimate
3" or larger	Per Estimate

- b. **Water Meter Installation Charge:** The following charges include water meter, labor and overhead to install water meter within properly installed water meter setter and box.

Water Meter Size	Water Set/Drop Charge
¾" x ¾" Full	\$ 460
1"	\$ 545
1 ½"	\$ 925
2"	\$1,165
3" or larger	Per Estimate

- c. **Cellular Endpoint Meters:** The District is offering customers a premium plus service option for enhancing their customer experience. In 2011-12, the District implemented an Automated Meter Reading (AMR) system that consist of collecting reads via a drive by radio system. In 2020, the District initiated an upgrade that accepts cellular read meters. These meters come with an added cost, however they do provide features that some customers may desire.

Cellular meters allow customers to use a cloud-based customer portal application referred to as "Eye on Water". The App enables customers to monitor their daily water usage and setup customized notices for leaks and high usage via email or SMS text. The cost associated with the service options are as follows:

New Meter Set to Premium Plus Service Option	Fee and Charges
Cellular Service Charge Added	\$2.00 (bi-monthly charge)

Upgrade to Premium Plus Service Option	Fee and Charges
Existing Meter Upgrade from AMR (Radio) to Cellular (per transmitter)	\$260.00 (Labor & Equip.)
Service Charge Added	\$2.00 (bi-monthly charge)

- d. **Mobilization/Rescheduling Fee:** *When work is cancelled the same day as previously planned, arranged and scheduled, then the following mobilization/rescheduling fees shall apply:*
- i. Excavation: A fee of \$500.00 shall apply for reassigning resources originally planned for an excavation task.
 - ii. Meter Installation: A fee of \$80.00 shall apply for rescheduling meter installations due to inaccessible or improperly installed meter setters, requiring additional site visits.
 - iii. This section shall apply to District work beyond water service line and meter scheduled work, including sewer service work.
- e. **Special Condition Assessment Deposit:** A minimum of \$10,000.00 deposit shall be collected for special conditions affecting the overall cost of the work. The special conditions related to the following will be assessed:
- i. Extensive traffic control requirements (detours, intersections, high traffic etc.).
 - ii. Major arterial and roadway crossings (Three or more traffic lanes, including bicycle, HOV and transit lanes).
 - iii. Major utility, structure and facility conflicts located within the right-of-way.
 - iv. Expanded restoration requirements related to unique hardscape and landscape conditions.
 - v. Right-of-Way conditions requiring grind and overlays as part of the local municipal permit conditions.

Actual job costs shall be applied against the deposit and charges collected. Additional fees may be applied for job costs that exceed the deposit amount. If the actual job costs are less than the deposit amount, then the difference will be refunded up to 100% of the total deposit.

Section 11.04 Right-of-Way Permit Fees

The District shall apply a flat rate right-of-way fee as identified in the chart below where required. This is considered a pass-through fee, applied toward permit costs charged by other municipalities for routine minor work within the public right-of-way.

Service properties shall be charged for right-of-way permits assessed by the respective city in which they are located. These right-of-way permit costs are subject to adjustment at any time by city ordinances. The current right-of-way permit costs are as follows:

Jurisdiction	Rate
Lake Forest Park	\$550
Kenmore	\$600
Bothell	\$1,050
Kirkland (Short side- 50 linear ft)	\$1,550
Kirkland (Long side- 51 linear ft to 100 linear ft)	\$2,100

Section 11.05 Water Service Tap Charges

For water main service taps, performed by the district, the contractor shall excavate the main, provide shoring, traffic control, materials and restoration. The District will provide the tapping machine, labor, and materials to complete the tap connection. Tapping costs for 1", 1.5" and 2" taps

will be based on time and material. Estimated costs could be provided upon written request. Valve boxes, permits and other related appurtenances are not included. Multiple taps within a single location and taps for developer extension projects shall be based on time and materials, not less than \$300.00. Any request for service line upsizing will require the entire service to be brought up to current standards and specifications.

Other Fees:

- a. Abandon Existing Water Service – Requires a \$2,500.00 deposit. Charges are billed at actual cost, labor, equipment and material.
- b. Water Main Tie-Ins – Charges are billed on time and material
- c. Taps 3" and larger – Charges are billed on time and material

Section 11.06 Fire Hydrant Storz Adaptor

Where a Storz adaptor is required, it shall be charged at a rate of \$500.00 each.

Section 11.07 Sale of Water from Fire Hydrants or Interim Connections for Construction Related Use

The District shall issue water use permits for temporary connection to fire hydrants, filling stations, and other approved District facilities. **If there is a permanent connection to a fire hydrant, as in the case of firefighting training facilities, standard base rates will apply in accordance to the size of the meter. See Section 2.02.** The person applying for such permit must demonstrate a need for such service to the satisfaction of the District and agree to comply with all requirements of the District relating to said water use permit:

- a. Rental Meters – The District provides rental metering equipment for temporary water service used for construction related purposes. The rental equipment is provided with meter backflow prevention device, attachment adapters etc. Meters connected to fire hydrants shall be provided with a hydrant wrench. If Rental Meters are not returned for annual inspection/testing within 5 business days of notice, there will be a \$20.00 per calendar day charge incurred until the meter is returned for inspection, with billings applied when those rental meter bi-monthly regular billings are conducted. Lost meters will be billed 1.25 times the cost to the District.
- b. Secured Fill Station – District fill stations may be available for annual rental. The station shall be equipped with an insulated box, meter, backflow prevention assembly, and shut-off valve.
- c. District Supervised Fills – A request for single or limited use may be approved and charged a daily rental rate provided the fill is supervised and approved by District Personnel.

The rates and fees for permits, deposits for use of District meters, and water charges are as follows:

TYPE – Service Description	Rate
Rental Water Meter Application Fee	\$50.00
2" or 3" Rental Water Meter Use Annual Deposit. Deposits are to cover potential damage to the equipment and shall not be used to offset the monthly rental fee stated below, which will be billed separately. Deposits will be returned or credited to the account when the equipment is returned to the District.	\$4,200
¾" or 1" Rental Water Meter Use Annual Deposit. Deposits are to cover potential damage to the equipment and shall not be used to offset the monthly rental fee stated below, which will be billed separately. Deposits will be returned or credited to the account when the equipment is returned to the District.	\$2,600
Meter, Backflow & Fill Station Bi-Monthly Rental Fee – Use deposit required.	\$100.00
Fill Station Daily Fee - (Requires Special Approval - Use deposit not required, and rate is for one fill).	\$30/fill
Water Cost per CCF - equal to the highest usage rate in this resolution.	\$6.06
General Public Benefit Water Cost per CCF ("public benefit" as determined and approved by the District Board of Commissioners) - equal to the first step rate for residential usage. Examples of where this rate would be applied are community garden plots and firefighter training. If there is a permanent fully metered connection serving fire hydrant(s), standard base rates shall apply in accordance to the meter size.	\$3.83

There shall be a fine of \$500.00 each day or instance, whichever is more frequent, for a connection made to a fire hydrant without the required permit.

Section 11.08 Dedicated Fire Protection of Specific Private Buildings

There shall be a bi-monthly base water service charge for private fire protection of specific non-single-family structure(s). These fire protection connections to the District's water distribution system are in the form of dedicated or combination fire protection/domestic supply lines that are unmetered, or fully to partially metered for their flow capacity. A fully metered connection is charged based on the size of the meter. An unmetered or partially metered fire protection connection is charged based on the size of the backflow prevention device (BPD), if one is installed. If a BPD is not installed, the charge is based on the diameter of the largest segment of the fire protection line.

There shall be a separate fire protection charge for each connection to the District's water distribution system. Water used for firefighting shall be charged based on the registered (or estimated, if not fully metered) volume per water rates in Section 2.00 of this resolution.

*Charges Based Diameter Size Serving Dedicated Standby Fire Protection Appurtenance per Section 11.08 (i.e. Private Fire Hydrants, Fire Sprinklers).	Bi-Monthly Standby Fire Protection Charge
3/4"	\$9.00
1"	\$11.50
1 1/2"	\$12.00
2"	\$17.00
2 1/2"	\$23.50
3"	\$29.00
4"	\$39.00
6"	\$59.50
8"	\$91.00
10"	\$132.00
12"	\$174.00

*Sizes not included in the chart above shall be assessed the closest step-up size.

Fire protection services are administered in accordance with District Policy and Procedure – Finance #16 – Fire Line.

Section 11.09 Temporary Use of Water for Construction

The cost of installing a meter for construction shall be the same as set forth in Section 11.03 above.

Section 11.10 Inaccessible Facility Charges

Property owners shall not restrict access to the District's meter boxes for meter reading and repair. An area consisting of a 2-foot radius around and 6 feet above each water meter box shall be kept free of vegetation, debris, or otherwise shall not be made inaccessible. Additionally, if a path is necessary to access the meter, such path shall have a clearance of 2 feet (width) by 6 feet (height) and be free of vegetation or debris. If access to a water meter or any other District facility has been blocked, covered or obstructed in any way that prevents service, maintenance or repair, the District shall assess the property a charge of \$30.00 per day. Other inaccessible District facilities subject to this charge include water main line valves, control valve vaults, hydrant foot valves, water main air-vacs, water tank sites, sewer manholes and sewer lift stations.

If a facility located in a right-of-way and a vehicle is parked over the facility at the time of scheduled termination, the account shall be assessed a Right-of-Way Inaccessibility Charge of \$500.00 per instance.

Section 11.11 Industrial Waste Discharge Permits and Charges

Any applicant who intends to discharge industrial waste into the District's sewerage collection system must apply from the District for a Contingent Industrial Waste Discharge Permit. The cost of this permit is \$125.00 and is issued on a contingent basis, subject to the approval of the same

discharge by the King County Industrial Waste Program (KCIW). Applicant must contact KCIW directly to apply for approval. After obtaining approval from KCIW, the applicant is required to (1) obtain a contingent Industrial Waste Discharge permit from the District (2) supply the District with a copy of the KCIW discharge approval, and (3) contact the Engineering Department permit technician a minimum of 2 business days prior to the first discharge to arrange for an on-site inspection of the discharge connection point. Discharging industrial waste into the District's sewerage collection system without obtaining an Industrial Waste Discharge Permit from the District, obtaining approval from KCIW, and receiving approval from the District's inspector, shall subject the violator to a fine of \$5,000.00 per day by the District.

For billing purposes, on a monthly basis, the discharger is required to report the volume discharged into the District's collection system. Failure to submit monthly discharge reports to the District will result in a minimum billing charge for the month of \$1,500.00. The industrial discharge shall be billed at the established rates in Section 1.03. In addition, if KCIW determines that the discharge contains heavy metals, or oils and grease, the discharger shall be billed an additional amount per Section 1.04. Failure to inform the District that wastewater is being discharged into its collection system shall result in a fine of \$5,000.00 per day by the District.

Section 11.12 Emergency Sewage Overflow Conveyance

If a neighboring sewer utility must use a District sewer facility in the event of a sewage lift station failure, it shall be assessed the following charges:

Service Charge Description	Rate
Labor (two hours minimum)	Per section 14.01 (a)
Wheeling Charges per single family home (one month minimum)	\$100/mo.

Section 11.13 City Road Restoration Reimbursement Requirement

The applicant shall be required to reimburse the District for additional cost incurred for city road restoration requirements.

SECTION 12.00 - CREDIT FOR CONSUMPTION AND SEWER USAGE CHARGES CAUSED BY LEAKAGE

Section 12.01 Potential Leak Notification Letters

Water leakage in a private water system beyond the water meter is the responsibility of the property owner. As a courtesy service, the District provides notifications to its customers of potential leaks if 24-hours of continuous usage is detected by its Automated Meter Reading system (AMR). A notification is generated by the system when the meter is read, and notices are mailed to the property address, which occurs on a bi-monthly basis. The District strongly recommends customers take prompt action to repair leaks and curtail inefficient water use in order to minimize impacts on their bill and preserve the resource.

Section 12.02 Leak Adjustments

The District's Leak Adjustment program provides billing credits for qualifying applicants. Customers who qualify shall be charged the current rates for their normal usage (see Sections 2.01 and 2.02) **plus a discounted rate for excess usage** (the amount of water exceeding their normal use). Normal usage is the amount of water used in the billing cycle one year prior to the period in which the leak occurred. If the previous year's data is not available or below a single billing unit, then normal usage shall be determined by the average usage, for the same period, by owners in the same rate class. For reference, the typical amount of the average single family residence is 1300 Cubic Feet. This amount is used if the previous year's data is not available. This cost basis for excess usage is determined by dividing the previous year's annual wholesale contract amount by the previous year's total consumption. For 2025 the wholesale water cost is \$2.56

For residential customers, if the excess water usage caused by the leak results in a sewer usage charge to the customer, this charge will be credited back to the customer. For non-residential properties, the sewer usage charges on the excess usage caused by the leak will be credited. However, this credit will be reduced by the additional King County charges incurred as a direct result of the excess usage.

Leak Adjustment Qualification Criteria:

- a. Repairs must be made within 6 months of the customer being first notified of the leak.
- b. Payments toward the customer's account balance must be made. If late charges accrue, they will ultimately be credited in the leak adjustment process. If the leak results in a bill that is:
 - i. Greater than 125% of the customer's normal bill, then minimum payments of 125% of the normal billed usage must be made; or,
 - ii. Less than 125% of the customer's normal bill, then payments must be made in full.
- c. Proof of repairs must be provided to the District, such as copies of repair bills, material receipts, pictures, etc.
- d. Leak adjustments shall be calculated after the repairs have been completed, the customer has submitted all required documentation for the leak adjustment, and usage has returned to normal.
- e. No more than one leak adjustment is permitted every 24 months, measured from the previous repair date. A second leak adjustment will be granted during a 24-month period, only to the extent that the second adjustment exceeds the first. For example, if a customer has a leak adjustment of \$100.00 and then has another leak in their system which calculates out to another adjustment of \$250.00, an additional credit of \$150.00 will be granted.
- f. The District will calculate leak adjustments for the billing cycle in which the leak was repaired, and the two preceding billing cycles. The total leak adjustment granted to the customer will be the largest two leak adjustments calculated from these three consecutive billing cycles.
- g. For a leak adjustment credit to be granted, the leak adjustment must be equal to or greater than \$50.00.

SECTION 13.00 - MISCELLANEOUS ADMINISTRATIVE CHARGES

Section 13.01 Final Bill Charge and Initial Billing

Requests for final bills must be in writing – **estimates will not be provided**. Requests must be made within 30 days prior to the escrow closing date.

Final bill request received before 3:00 pm on the date of closing, will be processed on the next business day.

Final bill requests made after the escrow closing date will not be provided with a back-dated calculation. A special request may be made for historical usage, in which the requestor shall be responsible to prepare their necessary calculation. Any discrepancy resulting from this must be resolved between the buyer and seller or their agents.

Final balances remaining on accounts that are left unpaid following a change in ownership will be transferred to the new property owner. The District is not responsible and will not intervene in ensuring a property seller/escrow agent pays final account balances owed.

There shall be a \$50.00 charge for final bills on accounts receiving water service in all classes and for accounts receiving sewer service in Classes 6 and 7 defined in Sections 1.00 and 2.00 above for the final bill preparation and meter reading, which shall be taken by a District employee. When no meter reading is necessary for the final bill preparation, the charge shall be \$12.00. This includes sewer only customers and water customers with a cellular endpoint meter (see Section 11.03.c) If the property has both a service and irrigation meter, there will be only one final bill charge.

Final bills covering less than the normal two-month billing period shall be computed as follows:

The District shall take a meter reading on the closing date for the final bill. The usage from the final reading is divided by the number of days within the current billing period covered by the final bill to get the average daily usage. The average daily usage is multiplied by the number of days in the current billing period to get the estimated full period consumption. A full period bill is then computed using the estimated full period consumption. That amount is divided by the number of days in the billing period to get the average charge per day. The final bill is then prorated to the closing date based on the number of days charged to the departing property owner.

Example: A water service property owner requested a final bill through July 14 and the next normal bill date was July 31. The District took a meter reading on July 14 and the property owner had used 2,200 Cubic Feet of water. There were 44 days from June 1 to July 14. The average daily consumption would be 50 Cubic Feet. The estimated full period consumption would be 3,050 Cubic Feet. The District bills only in 100 Cubic Feet units. The final bill would be computed based on a full period consumption of 30 CCF or 44/60 of the total bill.

Initial billings covering less than the regular two-month billing period shall be prorated. The partial period bill shall be computed in a manner similar to a prorated final bill as described above.

Section 13.02 Minimum Billing Charge

There shall be a minimum billing charge of \$25.00 per invoice for miscellaneous billings. However, an individual may pay the District's actual charges rather than a \$25.00 minimum bill at the time of service or material is provided.

Section 13.03 Account History and Data Profile Charges

Account histories are available on-line from July 2013 forward and are available at no charge. All printing requests for account histories, whether on-line or not, are available for a charge of \$0.15 plus applicable mailing and postage fee, for each page printed. All requests for printed account histories must be made in writing and in acknowledgement of the applicable fees.

One free water meter data profile extraction shall be provided per meter within a 12-month period. If a customer is the new owner of the property, a new 12-month period begins on the date the property transaction closed. Additional extractions within this 12-month period shall be charged at the rate of \$100.00 each.

Section 13.04 Charge for Copy of Bill

The District shall charge \$0.15 for each copy of a statement provided to a District property owner. If the property owner requests the statement copy to be mailed, current postage rates shall also be charged. However, if a copy of a bill is provided to a property owner as a result of a billing inquiry, there shall be no charge. Electronic copies of bills will not incur an additional cost.

Section 13.05 Charge for Foreign Postage and Handling

The District shall charge \$10.00 for each mail sent to an address outside the United States for postage and handling.

Section 13.06 Delinquent Miscellaneous Service Charges

Charges for any services rendered by the District, including but not limited to Connection Charges, water meter installation charges, miscellaneous water service charges, charges for unauthorized connections, and all other miscellaneous District charges, shall be paid within 30 days of the date of the District's invoice. All charges unpaid by said date shall be delinquent. A penalty charge computed at a rate of 10% of the delinquent amount shall be added to the account balance. Additional penalty charges shall not be computed on prior penalty charges or on a delinquent amount previously charged a penalty charge. All District charges, penalties, and interest shall be deemed charges against the real property to which service is provided and shall be enforced pursuant to RCW 57.08.081. The District reserves the right to refer unpaid, non-utility service-related charges to a collection agency, as necessary, to ensure payment.

Section 13.07 Fire Flow Estimates

Fire flow estimates prepared by the District or District's consultant using a computer model shall be charged at cost to the District plus 25%. If on-site flow tests are needed for the estimate, the service shall be billed on a time and material basis as described in Section 14.00.

Section 13.08 Water or Sewer Availability Letter

There shall be a non-refundable charge of \$135.00 for the research and preparation of each water or sewer availability letter. These availability letters are valid for a period of one year. If a time extension is needed, it must be requested prior to the availability letter's original expiration date. The District shall review the expiring letter for changed conditions. In the absence of changed conditions, there is no charge for the first extension. Re-issuance of additional service availability letter for the same property, after the first extension or due to changed conditions, shall be charged \$135.00 each.

Section 13.09 Release of Unused Easement

Property owners who request the release of easement no longer used by the District shall be billed for the costs of record research, attorney's fees, title report, recording fees, and other costs attributable to handling and responding to the request in accordance with Sections 13.12 and 14.00. The property owner must pay a minimum non-refundable deposit of \$500.00 before such a request can be investigated for consideration. The market value of the easement for which the property owner must reimburse the District shall be determined in accordance with Engineering Policy ENG-01.

Section 13.10 Private Lift Station Sewer Service Agreement

Property owners who must install grinder pumps or private sewer lift station due to the absence of gravity sewer service shall be required to sign a "Private Lift Station Sewer Service Agreement". The agreement shall be recorded against the property being served and the applicant shall be charged a recording fee per Section 13.12.

Section 13.11 Reimbursement Agreement Processing Fees

If a developer enters into a Reimbursement Agreement with the District under the provisions of Engineering Policy #13, the developer shall be charged a recording fee for each property the agreement is recorded against, as well as a \$2,500.00 deposit which includes administrative costs and attorney fees. Also see Section 13.12.

Section 13.12 Miscellaneous Recording, Processing and Filing Fees

The District will periodically have to file and record documents with King County. Fees for these recordings will be charged at the District's cost from King County, plus 25%. When property liens are filed and recorded; the fee will include both the initial recording as well as the subsequent release.

SECTION 14.00 - OTHER TIME AND MATERIAL CHARGES

Section 14.01 Labor, Material, and Equipment

Services rendered and material provided shall be billed at a cost-plus overhead basis.

- a. Labor service shall be billed at 2.25 times the mid-point of an employee's wage range of their respective position. This multiplier covers the costs of administration and overhead. Employees serving in an "Acting" role shall be billed at the rate of the established fulltime position (ex: Acting Utility Lead – shall be billed as Lead Utility Worker). If applicable, state excise tax shall be added. Billing rates based on a specific service agreement, if any, shall supersede billing rates described herein.
- b. The use of District provided materials shall be billed at 1.25 times the District's cost of purchase.
- c. The use of the District's equipment shall be billed at 1.25 times the below rates for each equipment type:

Equipment Type	Hourly Rate	Minimum Hours	Minimum Rate
Asphalt Hot Box with Truck	\$95	2	\$190
Air Compressor 175-250 CFM	\$32	1	\$32
Asphalt Roller	\$74	1	\$74
Message/Arrow Board Trailer	\$12	1	\$12
Backhoe/ Mini Excavator	\$49	2	\$98
Boat – Pontoon	\$39	2	\$78
Equipment – Small Engine < 2HP (Chain Saw, Push Mower, Cut-Off Saw, Trimmer, Leaf Blower etc.) *	\$5	1	\$5
Equipment – Medium Engine 2Hp to 25Hp (Large Concrete Saw, Whacker, Riding Mower, Press Washer, Mixer, Woodchipper, Mech Rodder etc.) *	\$10	1	\$10
Equipment Attachments (Compactor/Breaker/Mower/Sweeper etc.)	\$16	1	\$16
Forklift	\$21	1	\$21
Generator < 10 KW	\$5	1	\$5
Generator - 70 KW - Truck Mounted	\$56	1	\$56
Generator - 200-220 KW	\$106	1	\$106
GPR - Ground Penetrating Radar	\$8	1	\$8
Pump Small < 1.5" Electric Sump or Pressure Tester	\$5	1	\$5
Pump 1.5" to 3"	\$6	1	\$6
Pump > 3" (Trash Pump)	\$7	1	\$7
Pump Sewer By-Pass Pump	\$37	1	\$37
SAFETY - Shoring	\$7	2	\$14
SAFETY - Gas Monitor	\$4	1	\$4

Equipment Type	Hourly Rate	Minimum Hours	Minimum Rate
SAFETY - Ventilator - Blower	\$4	1	\$4
Sewer Flow Meter (Flodar)	\$2	24	\$48
Sewer Internal Debris Cutter (Roots, Grease, Concrete, Plastic, etc.)	\$4	1	\$4
Sewer Manhole Smoke/Vacuum Tester	\$5	2	\$10
Sewer Stick Camera & Mini Push Camera	\$13	1	\$13
Sewer Portable Mainline TV System	\$32	1	\$32
Sewer Self Propelled Hydraulic Easement Machine	\$20	2	\$40
Survey GPS Data Collector	\$23	1	\$23
Tapping Machine Small .75" to 1"	\$3	1	\$3
Tapping Machine Medium 1.5" to 2"	\$4	1	\$4
Tapping Machine Large 4" to 12"	\$7	1	\$7
* Tool - Hydraulic/Air/Electric Light (Hydraulic Impact, Valve Operator, Jack Hammer, Ground Piercing Mole, Hydraulic Saw, Snap Cutter, Etc.)	\$3	1	\$3
* Tool - Hydraulic/Air/Electric Medium (Hydraulic Power Unit, Pipe Thread Machine, Mole, Pipe Bursting, Welding, Pit Shot, etc.)	\$6	1	\$6
Trailer - Large Equipment (Excavator, Backhoe, Roller etc.)	\$15	1	\$15
Trailer - Small Utility (Mower, General Equipment Tools)	\$10	1	\$10
Trenchless Tools/Equipment (Direction Drill, Pipe Bursting, Inflatable Pipe Packer Systems)	\$7	2	\$14
Vehicle Light Duty Truck 4x4 Crew ½ to ¾ T	\$32	1	\$32
Vehicle Light Duty Passenger/Electric Van/PU 1/2 to 3/4T	\$17	1	\$17
Vehicle Medium Duty Truck (Small Step/Work Van, Flat Bed, PU Full Size)	\$32	1	\$32
Vehicle Heavy Duty Truck (Large Step Van, Mech/Oiler Service)	\$36	1	\$36
Vehicle Step Van - Mech/Oiler	\$50	1	\$50
Vehicle Dump Truck Small 2-4 yd.	\$56	1	\$56
Vehicle Dump Truck Medium 5-7 yd.	\$56	1	\$56
Vehicle Dump Truck Large 8+ yd.	\$95	1	\$95
Vehicle Vacuum-Truck Small 3-4 yds.	\$23	2	\$46
Vehicle Vacuum-Truck Large 10+ yds.	\$108	2	\$216
Vehicle Flush Truck Large	\$73	1	\$73
Vehicle TV Inspection Truck Large	\$105	2	\$210

* The cost of this equipment is included with the cost of the District truck, if on site.

Section 14.02 Meter Testing

If a customer does not feel that their meter is accurately measuring their water consumption, they may request that the District test the meter. Charges for this test is included in the table below. If tested meters are found to be defective, there shall be no charge for testing.

Test Type	Cost
Meter Field Test (3/4 in. to 1 in.) – First Test	No Charge
Additional tests by Third Party Vendor	Vendor Cost
Meter Third Party Vendor Test (> 1 in.)	Vendor Cost

Section 14.03 Printing and Reproduction

Print and copy services are only provided for documents related to business conducted at the District. The District does not provide copy and print services to the general public.

Print Type Description	Black & White	Color
Document Copies - letter size per page	\$0.15	\$0.75
Document Copies - legal size per page	\$0.25	\$1.25
Microfiche Plain Bond Prints – up to 11" X 17"	\$0.75	\$3.75
Minimum Engineering Copy Charge	\$5	\$12.50
Engineering Copies - Bond "D" size 24" X 36"	\$2.50	\$12.50
Engineering Copies - Bond "E" size 34" X 44"	\$3	\$15
Electronic Media – Flash Drive	\$5	N/A

Section 14.04 Public Records Request Charges

The District has determined that calculating the actual costs of providing public records pursuant to Washington State Law would be unduly burdensome. Accordingly, the District shall impose reasonable fees as established by Washington State Law to cover the costs of producing requested records as follows (no fee shall be charged for the inspection of public records):

Description	Charge
Hard copy of document – letter and legal size – charge per page	\$0.15
Scanned electronic copy of document – charge per page	\$0.10
Electronic file or attachment uploaded to an email, cloud storage service, or other electronic delivery system – charge per four files or attachments	\$0.05
Records transmitted electronically – charge per gigabyte	\$0.10

When it is determined that the cost of copying and/or producing electronic records is greater than the fees listed above, the requester shall be charged the actual cost incurred for being provided electronic copies, including the costs related to production, file transfer, storage, postage and transmission.

The District may send any records responsive to an outside vendor for copying/scanning, and the actual cost of the reproduction by the vendor shall be paid by the requestor.

Section 14.05 Mileage

Mileage driven shall be charged out per current IRS guidelines. For 2025, the IRS rate is \$0.70 per mile.

Section 14.06 Outside Professional Services Provided and Material Provided

Outside professional services and other costs incurred and paid for by the District shall be billed at 1.25 times the cost to the District. If applicable, state excise tax shall be charged in addition to the charges for material and services.

Section 14.07 All Other Requested and Approved Work from the District

All undefined requested and approved work performed by the District shall be billed on a time and material basis.

SECTION 15 - UTILITY DISCOUNT PROGRAMS (UDP)

Section 15.01 Utility Discount Program (UDP)

In 2019 the District implemented the Utility Discount Program to provide an affordable option for low-income households. This program was created to address low-income for residential ratepayers and offers eligible customers discounts through a utility bill direct billed customers or as a rebate for indirect billed customers (i.e. Renters).

The ***Utility Discount Program Discount Guidelines*** describes the program's criteria. District Staff are responsible for administering the program within the guidelines. The program extends from July 1st through June 30th each year. If discounted rates are changed, they will become effective at the same time as the annual Rate Resolution is adopted. All customers must reapply each year to provide verification of income.

The discount/rebate is a percentage of the District's base utility charges for water and sewer. Rebates are distributed, and the discounts are applied after the applicant's eligibility has been established consistent with the program guidelines. Discounts shall not be retroactively applied. The UDP eligibility requirements are as follows:

- a. Single-family residential properties – owner occupied:
 - i. The applicant must be the primary account holder and reside at the property.
 - ii. Customers will receive their discount in the form of a discounted rate.
- b. Single-family residential properties – tenant occupied:
 - i. The applicant must reside at the property and be able to clearly establish proof of payment to the District. Owners paying utility bills for rented property will not receive the UDP.
 - ii. Customers will receive their discount in the form of a discounted rate.
- c. Multi-family residential properties – tenant occupied:
 - i. The applicant must reside at the property, is the primary leaseholder and pays for utility services indirectly through rent or a third-party biller and is able to clearly establish proof of payment to the District.

- ii. Customers will receive their discount in the form of a rebate check. The amount of the rebate check is the difference between the District's normal rate for multi-family properties, and the discounted rate. By default, all customers will receive an annual rebate check. A customer can choose to receive bi-monthly checks if they provide a self-certification to the District on a bi-monthly basis.
- d. The combined income of all adult household members of all properties must not exceed fifty percent (50%) of the current King County Department of Housing and Urban Development ("HUD") area median household income calculation as set for the number of occupants in the household. For 2025 these amounts are as follows:

Number of Total Occupants Within the Household	1	2	3	4	5	6	7	8+
Total Combined Annual Income of Household	\$52,702	\$60,250	\$67,850	\$75,350	\$81,400	\$87,450	\$93,400	\$99,450

Water customers shall receive a discount of 45% of the District's base water charges. Sewer customers shall receive a discount of 50% of the District's non-King County portion of base sewer charges as they relate to the class of property. The discount shall not apply to consumption charges, wastewater treatment charges, new account fees, disconnect/reconnect fees, or any other District charges or fees. The UDP is for residential customers only. See Sections 1.01 and 2.01 respectively, for the discounted sewer and water base rates.

SECTION 16 - ADMINISTRATIVE DETERMINATIONS

The General Manager or his/her designee may authorize credits on service charges and delinquent penalty charges applied to properties with residential structures that are either incomplete or uninhabitable. Additionally, following an investigation and determination, the General Manager or their designee may waive delinquent charges if such charges are caused by an administrative or system error.

The General Manager, or their designee, may also authorize a one-time waiver of administrative fees related to penalties, delinquencies and service shutoffs within a single 12-month period.

SECTION 17 - EFFECTIVE DATE

All rates and charges previously adopted by the Board of Commissioners and in effect at the time of the approval of this resolution shall continue in effect unless and until changed by the Board of Commissioners. All rates and charges contained in this resolution shall be effective for all billings dated on [April 21, 2025](#) and subsequent. Resolution [2024-04-01](#) is hereby repealed effective [April 21, 2025](#).

SECTION 18 - SAVING CLAUSE

If any section, sentence, clause or part of this Resolution is for any reason held invalid, such a decision shall not affect the remaining portions of this Resolution. The Board of Commissioners hereby declares that it would have passed this Resolution and each section, sentence, clause, and part thereof despite the fact that one or more sections, sentences, clauses or parts thereof be declared invalid.

ADOPTED by the Board of the Commissioners of Northshore Utility District, King County, Washington, at the regular open public meeting thereof held the 21st day of April, 2025.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

+